



**Town of Arlington
Board of Selectmen**

Meeting Agenda

April 4, 2016
7:15 PM

CANCELLED EMERGENCY ADDENDUM Selectmen's Chambers, 2nd Floor, Town Hall

1. Presentation: CPA Funds Draft Recommendations
Clarissa Rowe, Chair CPA Committee



Town of Arlington, Massachusetts

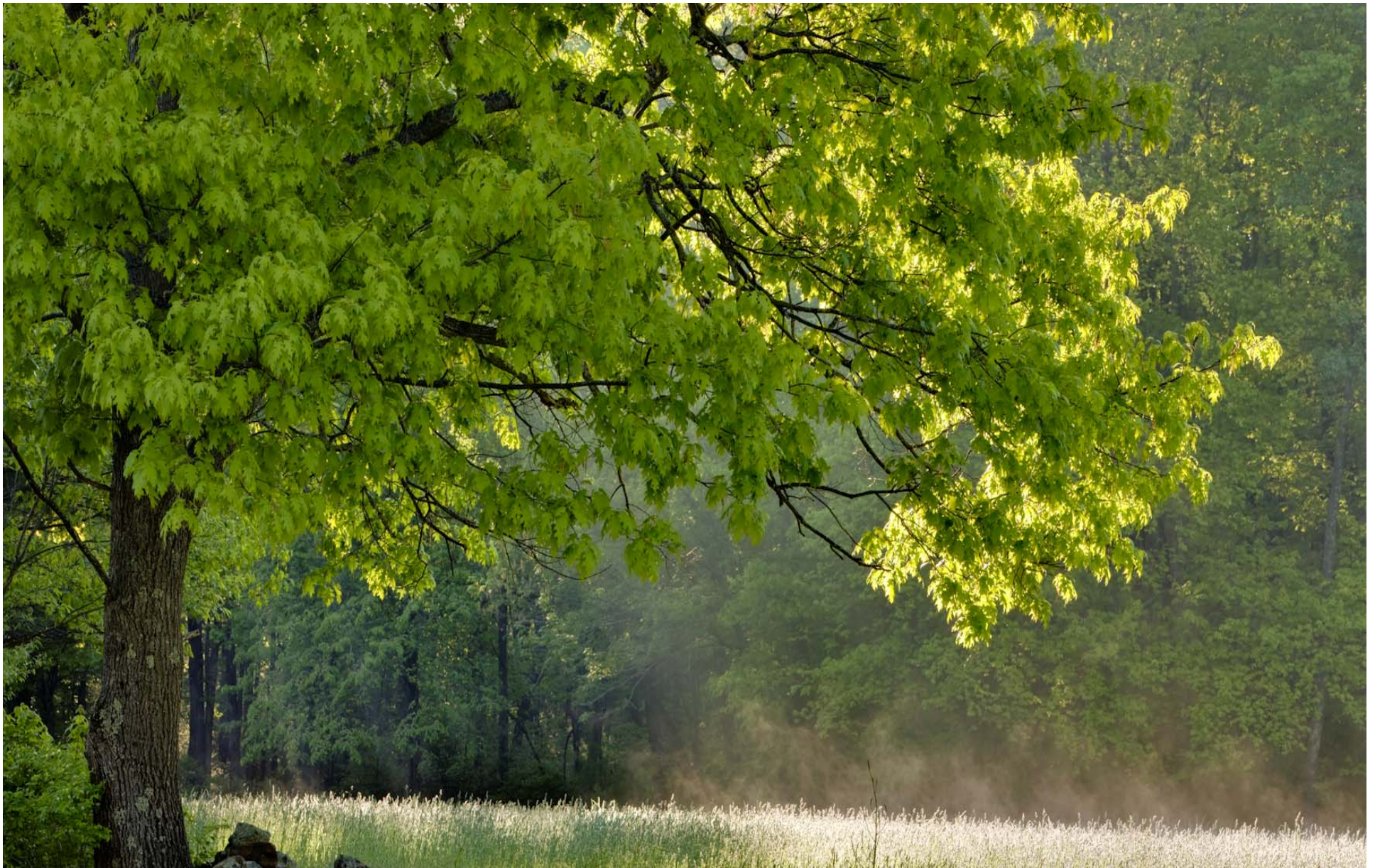
Presentation: CPA Funds Draft Recommendations

Summary:

Clarissa Rowe, Chair CPA Committee

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	CPA_BOS__04_04_16_(1).pdf	CPA Funds Draft Recommendations



Arlington Community Preservation Act for Fiscal 2017
Board of Selectman Presentation 4/04/16

CPA Committee

Five of the members representing relevant boards and commissions are mandated by the CPA legislation. Four additional committee members were chosen by a six-person selection committee appointed by the Town Manager and the Board of Selectmen.

Brief bios of the committee members are at the end of your packet

Clarissa Rowe, Chair
Selectmen Appointee

Eric Helmuth, Vice Chair
Selectmen Appointee

Chuck Tirone
Conservation Commission Designee

Leslie Mayer
Park & Recreation Commission Designee

JoAnn Robinson
Historic Commission Designee

Michael Cayer
Redevelopment Board Designee

Andrew Bengtson
Selectmen Appointee

Richard Murray
Housing Authority Designee

David Levy
Selectmen Appointee

Why are we here tonight?

- Per the Community Preservation Committee Bylaw, we are tasked with consulting with the Board of Selectmen, the Finance Committee, and the Capital Planning Committee about our budget and project recommendations.
- This year is a special year (and frankly, not one we want to repeat) The Committee was appointed in late October, and started work in early November. We've had five months to complete our work instead of the standard twelve months, and look forward to consulting with the Board much earlier in the process next year.
- Before we could start our work, we had to set up procedures, devise an application process, and write the first draft of a Community Preservation Plan.
- We only started accepting project applications at the end of February.
- We are proud of the care that we have taken in the process, the standards that we have set, and the commitments to the Community that we have made.
- **Most importantly**, the nine members of the CPA Committee take their responsibility as fiscal stewards of the public's money very seriously.

Basics of CPA



Historic
Preservation

A photograph of a large, historic brick building with a prominent central tower and arched windows, likely a city hall or government building.



Open Space &
Recreation

A photograph of a lush green field with rows of crops, possibly a farm or a community garden, with a red barn visible in the background.



Community
Housing

A photograph of a modern, multi-story residential building with green siding and many windows, situated in an urban environment with trees and parked cars.



The work of the CPA Committee

We hold annual public meetings to discuss the community needs and priorities for CPA.

We create and annually update a Community Preservation Plan, for approval by Town Meeting.

We track the local and state receipts for the Arlington CPA fund, with Michael Morse of the Treasurer's Office.

We receive applications for community preservation projects. We've developed a two step application process for community preservation projects: (This year that process has been truncated)

- We screen preliminary project applications for CPA eligibility under the law
- We comment on the completeness of the applications and forward any requirements to meet the grant requirements for the Town. (e.g., is there an affordable housing restriction on the property in perpetuity? Is there a historic preservation restriction in place for the property? Is the public benefit demonstrated?)
- We receive the full applications and perform extensive due diligence to evaluate feasibility, sustainability, and other merits.
- We arrange public presentations for each potential project for funding.

We consult with the Board of Selectman, Finance Committee, Capital Planning Committee and other town bodies about our proposed recommendations.

We vote on each project, each reserve fund, and administrative expense reserves to recommend to Town Meeting for action. We prepare a formal report to Town Meeting containing the main motions (recommended votes) for CPA funding articles.

We oversee Community Preservation projects throughout their duration. We require a summary report at the end of the project.

How do CPA Projects Happen?

Project applicants submit projects to Community Preservation Committee (CPC)



CPC reviews projects, gets input from FinCom, Capital Planning, BoS



CPC recommends budget & projects to Town Meeting



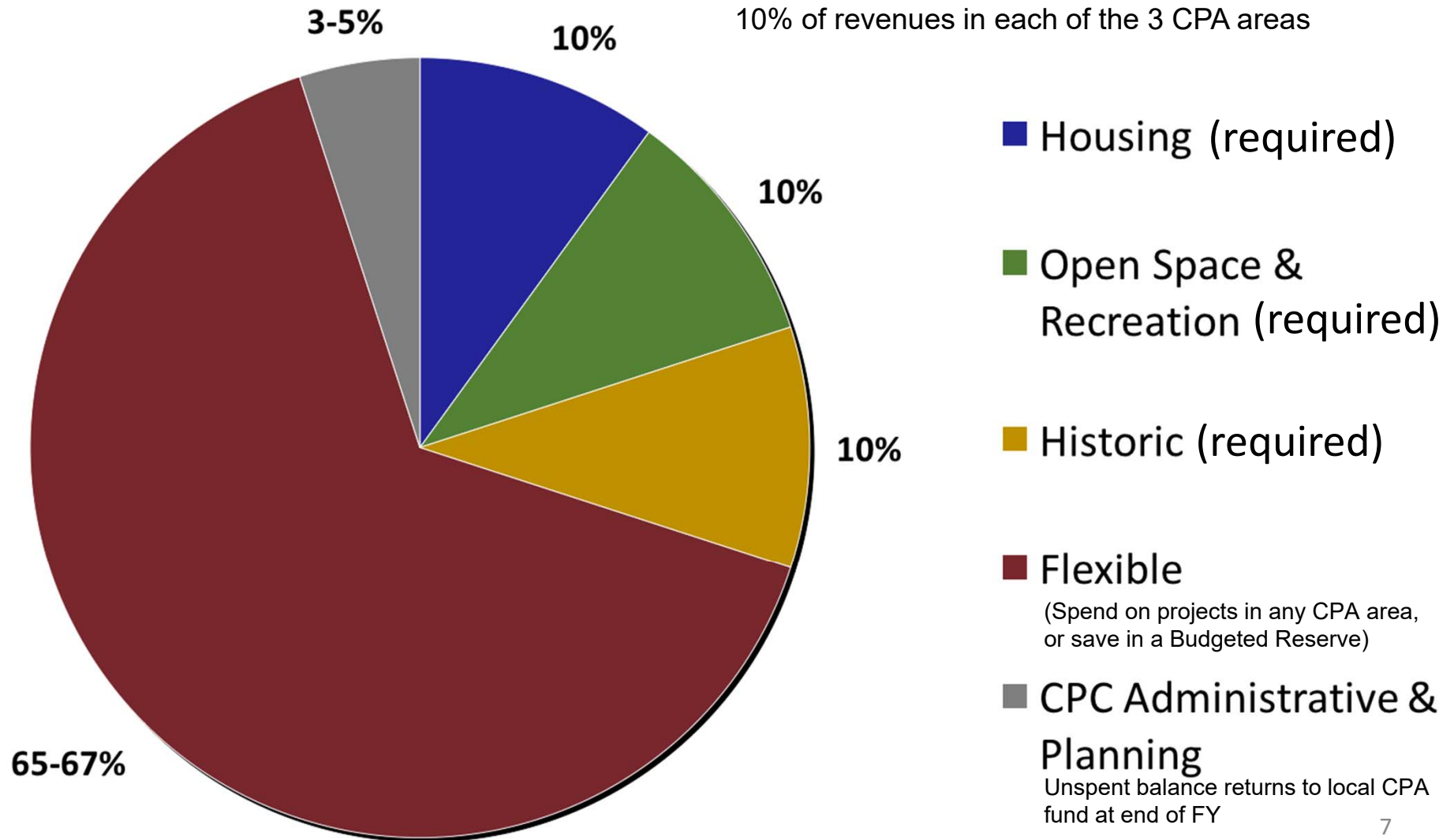
Majority vote of Town Meeting required for each project

Town Meeting actions are limited

- Approve recommendations of CPA committee
- Reject recommendations
- Reduce amount recommended
- Reserve amount recommended to applicable reserve account, rather than approving the project (rarely used)

Annual CPA Spending

Per the CPA law, the Town must spend or reserve 10% of revenues in each of the 3 CPA areas



CPA Projected Revenues for FY2017			
Funding Source	Verified By Entity	Actual Numbers	Town Meeting Vote
Arlington Receipts Projected for FY 2017 (based on FY2016 collections)	Mike Morse, Treasurer's Office	\$1,364,286.58	\$1,300,000
State Match, to be received in November 2017	Department of Revenue advises towns and cities to estimate the match at 19%	Determined in November 2016 for FY2017	\$247,000
Governor's Budget includes another \$10 million for the CPA fund	Released in January but will be determined over the summer	Another approximately \$200,000 +/-	\$0
TOTAL			\$1,547,000

- **There is no state match** on the first year of CPA (FY2016)
- **FY2016 CPA revenues** (est. \$1.3m) cannot be appropriated until after the Town closes the books on FY2016.
- **All current recommendations** are for appropriations and reserves from projected FY2017 revenue.

Recommended CPA Projects for FY2017* (Proposed)			
Project Name	Submitted By	Total Funds Requested	Comments
Robbins Farm Park Field and ADA Renovation Project	Town of Arlington Park and Recreation Commission	\$636,749	Project will not require CPC funding
Spy Pond Edge Protection and Erosion Control	Town of Arlington Conservation Commission	\$49,760	Community benefit for pond abutters
Kimball Farmer House	Housing Corporation of Arlington	\$200,000	Last construction before C. of O. Three units
Arlington Housing Authority - Drake Village Windows	Arlington Housing Authority	\$200,000	Leverages state funds of \$1.4 million
Stabilization of the Whittemore Robbins Carriage House	Town of Arlington and Arlington Historical Commission	\$289,000	
TOTAL		\$1,375,509	

* Selected from 9 CPA project applications requesting a total of \$2,785,978

FY2017 CPA Budget Summary (proposed)

REVENUES

Local receipts	\$1,300,000	
State matching funds	\$247,000	
TOTAL REVENUES		\$1,547,000

EXPENDITURES AND RESERVES

CPA Projects

Robbins Farm Park Field and ADA Renovation	\$636,749	
Spy Pond Edge Protection and Erosion Control	\$49,760	
Kimball Farmer House (Housing Corporation of Arlington)	\$200,000	
Arlington Housing Authority - Drake Village windows	\$200,000	
Whittemore Robbins Carriage House - rehabilitation	\$289,000	
SUBTOTAL	\$1,375,509	

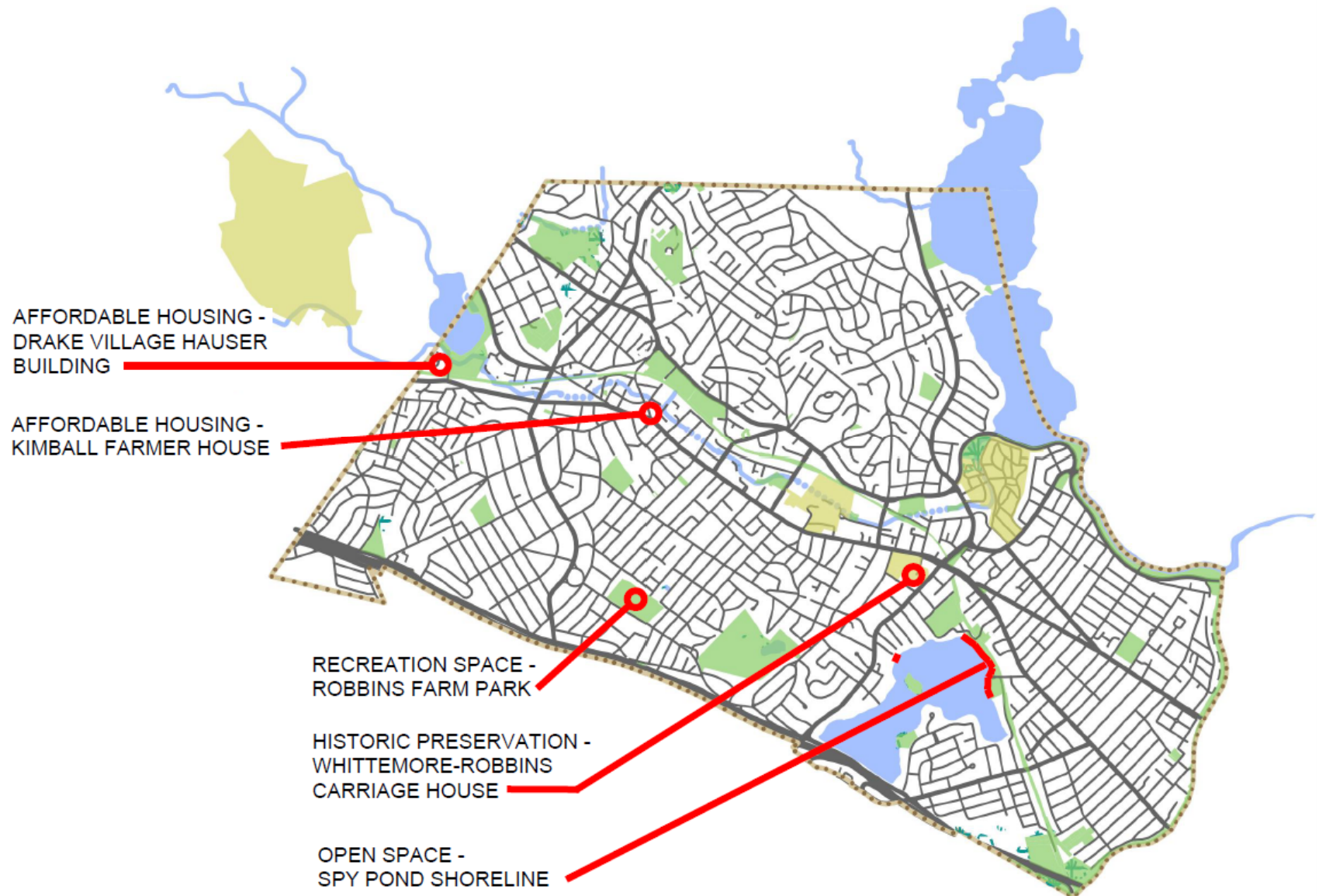
Reserves & Expenses ¹

CPA budgeted reserve account	\$94,141	
Administrative expenses reserve account	\$77,350	
SUBTOTAL	\$171,491	

TOTAL EXPENDITURES AND RESERVES		\$1,547,000
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¹ CPA budgeted reserve funds are available for later FY2017 appropriation by Town Meeting to CPA projects. Unspent administrative expenses reserve account funds are returned to the local Community Preservation Fund at the end of the fiscal year for future CPA projects.

Proposed FY2017 CPA Projects



Spy Pond Edge & Erosion Control

Applicant: Town of Arlington Conservation Commission | **Category:** Open Space | **Amount requested:** \$49,760

PROJECT SUMMARY:

The Town of Arlington Conservation Commission and its partners wish to conduct a feasibility study to identify shoreline preservation alternatives and mitigate erosion on select portions of public shoreline along the edge of Spy Pond.

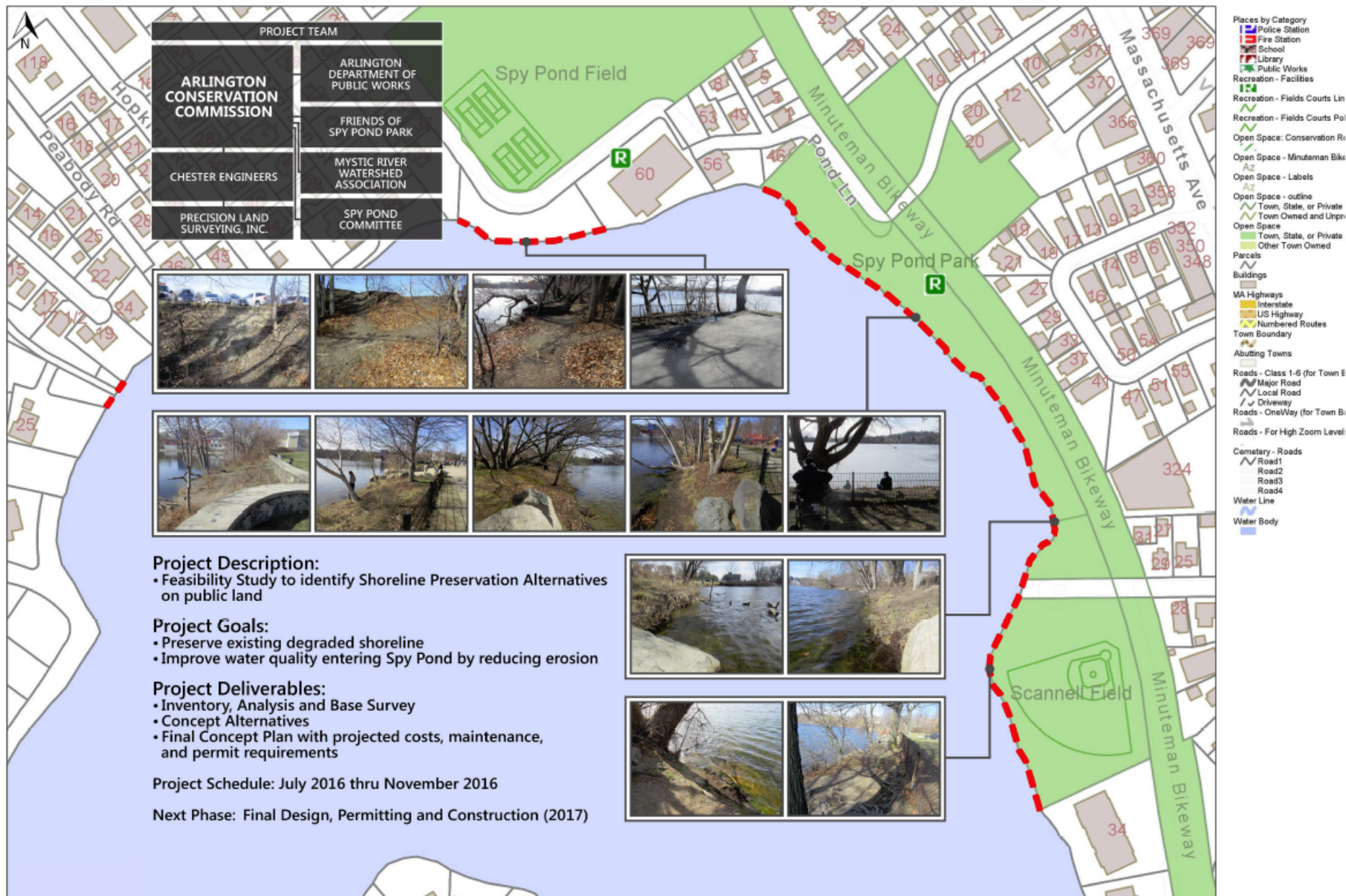
The proposed project will improve the ecological structure and function of Spy Pond's shoreline. Its goals are to:

1. Preserve water quality entering Spy Pond by identifying sources of erosion and reducing erosion;
2. Preserve, stabilize and strengthen the pond's banks and water edges to sustain and enhance the pond's ecological health;
3. Protect and enhance wildlife habitat by protecting the pond's natural edges with soft armoring (bioengineering);
4. Increase storm water infiltration along the shoreline;
5. Promote public education on shoreline stabilization and erosion control at other properties along Spy Pond.

Primary deliverables of this feasibility study:

1. Create a baseline characterization of existing conditions at the project areas;
2. Develop concept alternatives based on rehabilitation/ preservation and erosion control and select a preferred alternative with costs and a permitting schedule;
3. Assist the Town and its partners in obtaining funding through grants and other sources of funding.

(See map and photos, next page)



SPY POND EDGE PROTECTION & EROSION CONTROL PROJECT

APPLICANT: TOWN OF ARLINGTON CONSERVATION COMMISSION

MARCH 2016

SHORELINE STUDY AREA

0 350 700 ft

Drake Village Window Replacement

Applicant: Arlington Housing Authority | **Amount requested:** \$200,000 | **Category:** Affordable Housing

Summary This project leverages \$200,000 in CPA funding, along with additional funding from CDBG, to qualify for an additional \$1.4 million from the Department of Housing and Community Development's High Leverage Asset Preservation Program (HILAPP). The HILAPP program leverages the financial support that housing authorities receive from their municipalities, granting one dollar for every thirty cents of local funding secured.

The CPA funds will cover the portion of a larger rehabilitation project that replaces the windows in the Hauser building, which that are leaking and causing damage to interior walls. Work will be completed this construction season at a total cost \$1.8 million (70% of which is leveraged matching funds thanks to CPA and CDBG).



Water damage at jambs and sills at interiors of two apartments



Kimball Farmer House

Applicant: Housing Corporation of Arlington | **Category:** Community House & Historic Preservation
Amount requested: \$200,000

Summary: The Housing Corporation of Arlington (HCA) is requesting \$200,000 to help create three units of affordable rental housing as part of the historical restoration of the Kimball Farmer House on Massachusetts Avenue in Arlington Heights. Located on the corner of Massachusetts Avenue and Forest Street, the Kimball Farmer House was originally built in 1826 as a single family home. The structure is listed both in the Massachusetts Historical Commission's inventory of historic properties and on the National Register of Historic Places.

HCA is substantially renovating the existing structure including the deleading of all surfaces and the preservation of historical details to meet the U.S. Department of the Interior standards. All major building systems will be upgraded including roofs, windows and heating and cooling equipment. Apartments will also benefit from new kitchen and bathrooms, and one unit will be designed to be fully accessible to individuals with a mobility disability.

The estimated total development cost for this project is \$1,437,143, or \$479,047/unit. Information on budget line items is available upon request. All project sources are committed to the project with the exception of Arlington CPA funding.

HCA purchased the property in September of 2014 and renovations are approximately 50% complete. The project is scheduled to be completed in the summer of 2016 and be 100% occupied by the fall of 2016. Zoning relief was granted by the Arlington Redevelopment Board on November 3, 2014.

Two of the new apartments will be offered to households earning up to 60% of AMI and one will be offered to households earning up to 50% of AMI. All units will be affordable in perpetuity and count towards Arlington's affordable housing inventory.



Whittemore-Robbins Carriage House

Applicant: Town of Arlington | **Amount requested:** \$289,000 | **Category:** Historic Preservation

Summary This project is a collaboration of the Town of Arlington Dept. of Health and Human Services and the Arlington Historical Commission to address immediate structural and safety issues of the Carriage House, and also to preserve historic and aesthetic aspects of a building that is integral to the Whittemore-Robbins complex.

The current use of the Carriage House is storage to support the rental functions of the Whittemore-Robbins house (generating approximately \$50,000 in annual Town revenue). The proposed work would prevent further deterioration and preserve the building for its present use, and potential future uses, for the town. It is a first step to address critical issues; more work will need to be done as the town's needs for the building evolve.

The project will be jointly managed by the Dept. of Health and Human Services and the Arlington Historical Commission, with support from a project committee. All construction will meet the U. S. Secretary of the Interior's Standards for Rehabilitation and performed to professional standards



Rehabilitation of the Whittemore-Robbins Carriage House

Goal: Historic Preservation

Historical Significance

The Whittemore-Robbins Estate, including the Carriage House, was built in the early 1800s. In 1890, the buildings were moved to their present location to make space for the Robbins Library. In 1931, the Whittemore-Robbins Estate was given to the Town by the Robbins Family. In 1997, the Town of Arlington began renting the Whittemore-Robbins House for events. Revenue from events is used to maintain the facility. The Arlington Youth Counseling Center is housed in the Whittemore-Robbins House today.

Whittemore-Robbins Estate

One of the few remaining intact estates.



Carriage House

One of the few remaining stables in Arlington.

Robbins Family

Strong historical figures in Arlington.

Contributions include:

- Whittemore-Robbins Estate
- Robbins Library
- Town Hall and Gardens



State and National Register of Historic Properties

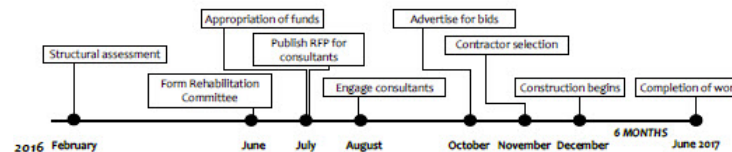


Building Rehabilitation

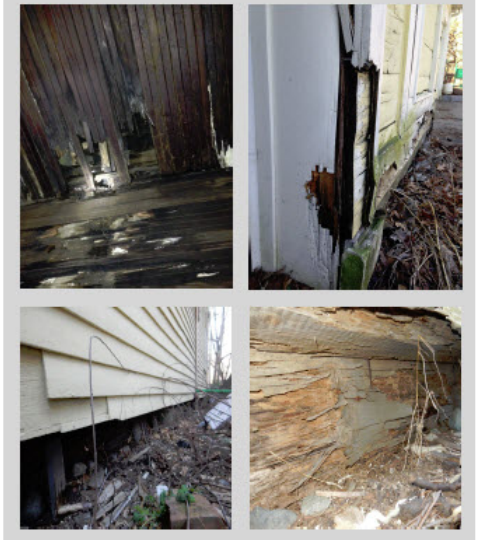
Per MacLeod Consulting Report dated 2/21/16, there are four major categories of repair:

- 1) Foundation repairs
- 2) Framing: shore beams, joists; replace rotted purlins
- 3) Make building weather tight: building envelope
- 4) Apply preservative treatment

Timeline



Current Conditions



Budget

Item	Cost
Construction	\$ 208,000
Engineering/Design	\$19,000
Owner Contingency	\$ 52,000
Preservation Consultant	\$ 10,000
Total Budget	\$ 289,000

Budget presented in preliminary report prepared by MacLeod Consulting

Town of Arlington
Department of Health and Human Services



Robbins Farm Park Field & ADA Renovation

Applicant: Arlington Park & Recreation Commission | **Amount requested:** \$636,749

Categories: Open Space and Recreation **Schedule:** Completion Spring/Summer 2017

Project management: Director of Recreation, Park & Recreation Commission, Stakeholders

Playing Fields Rehabilitation

- Baseball diamond & amenities improvements
- Soccer/lacrosse/multi-purpose field restoration (incl. irrigation)
- Hard surface sports court (basketball/skating)
- Improvements to accessibility

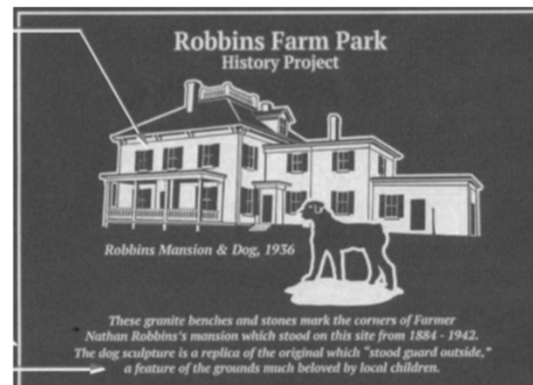


Est. Budget

\$594,974
(incl. \$44,600 ADA required
site improvements)

Statue & Historic Landmark Installation

- Reclaimed granite installed to mark location of former Robbins mansion foundation
- Bronze dog statue recreation
- Historic plaque
- Site work for installation & accessibility

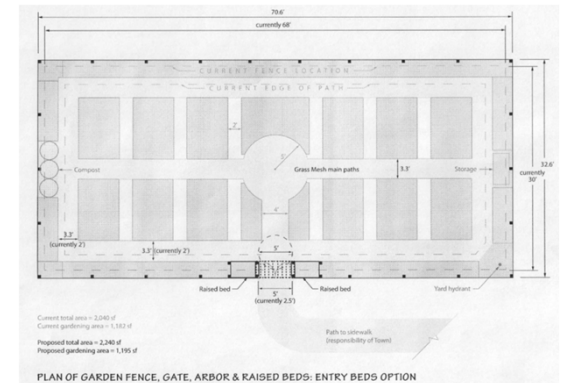


Est. Budget

\$38,700
(site work only – statue &
plaque funded by FoRFP)

Community Garden Improvements

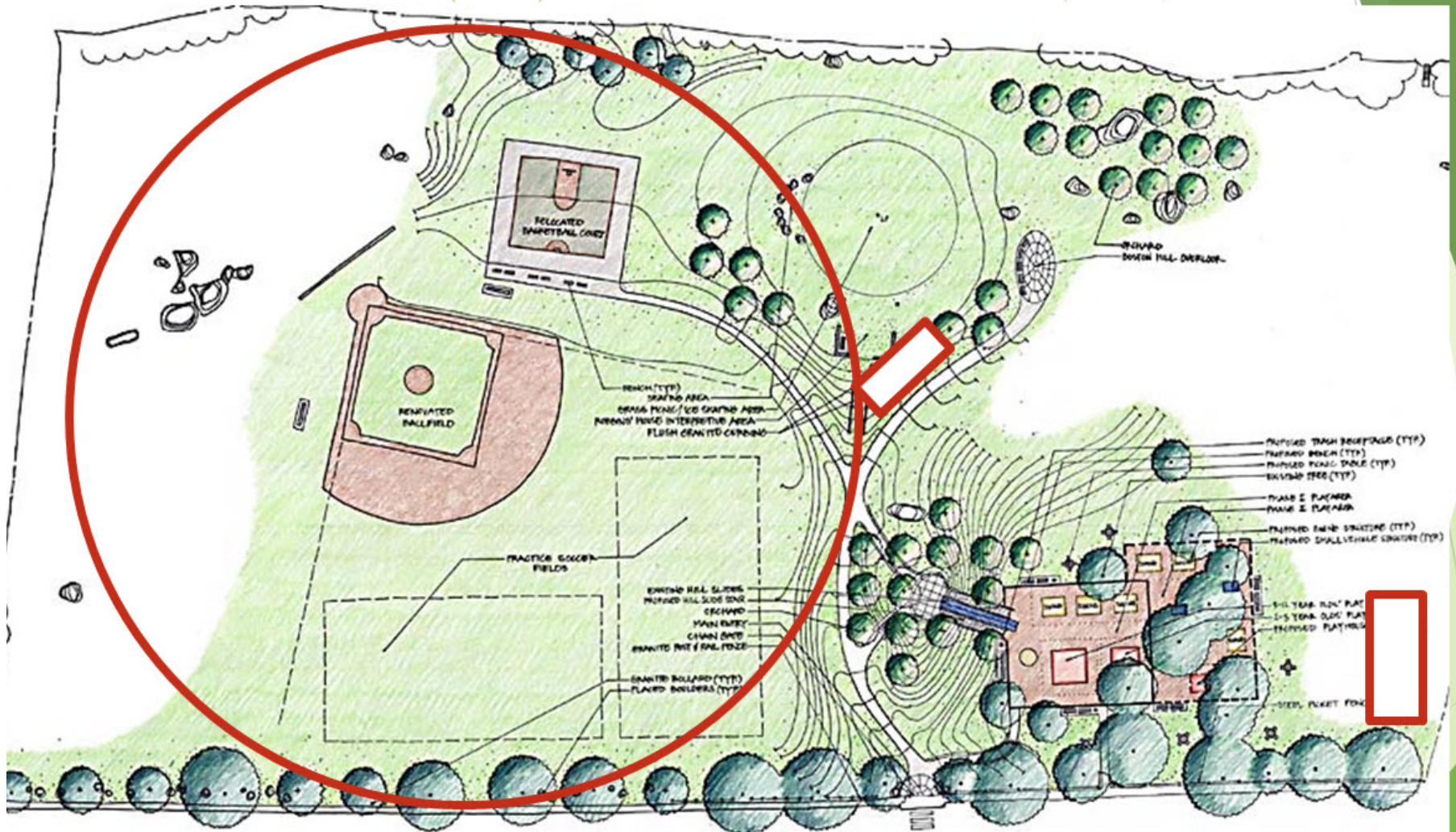
- Wider grass mesh interior pathways
- Addition of raised beds
- Improved fencing and entrance
- Accessible path to entrance



Est. Budget

\$3,075
(materials only – labor provided
by gardeners) 18

Robbins Farm Park (RFP) Renovation Master Plan (2002)



Phase 2 Areas of focus:
Playing fields rehab; Historic statue restoration; Community Gardens
improvements; ADA upgrades

Administrative Expenses Reserve

- **CPA committee can ask Town Meeting** to reserve up to 5% of estimated revenues for administrative and operating costs of the CPA committee (\$77,350 in FY2017).
- **Unspent balance** returned to undesignated local CPA fund at end of fiscal year – doesn't carry forward.
- **Covers any incoming CPA projects with a heavy burden** of due diligence or administrative oversight, using CPA vs. general town funds.
- **Protects the general town budget** from CPA committee expenses wherever possible (within CPA law).

Uses for Administrative Expenses Reserve

- **Professional help:** Appraisals, consultants, legal assistance for grant agreements, planning studies.
- **CPA Coalition Dues** (for technical assistance)
- **Administrative assistance** for the CPA committee
- **Due diligence** in vetting projects (e.g boundary or environmental surveys, title research, other legal)
- **Public outreach** (e.g. Newspaper ads for public hearings)
- **Misc. expenses** (e.g. reports, printing)

Chart 1
COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES (G.L. c. 44B, § 5)

	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
DEFINITIONS (G.L. c. 44B, § 2)	Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use	Building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town	Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field Does <u>not</u> include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.	Housing for low and moderate income individuals and families, including low or moderate income seniors Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income
ACQUISITION Obtain property interest by gift, purchase, devise, grant, rental, purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B	Yes	Yes	Yes	Yes
CREATION To bring into being or cause to exist. <i>Seideman v. City of Newton</i> , 452 Mass. 472 (2008)	Yes	X	Yes	Yes
PRESERVATION Protect personal or real property from injury, harm or destruction	Yes	Yes	Yes	Yes
SUPPORT Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to entity that owns, operates or manages such housing, for the purpose of making housing affordable	X	X	X	Yes, includes funding for community's affordable housing trust
REHABILITATION AND RESTORATION Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties	Yes if acquired or created with CP funds	Yes	Yes	Yes if acquired or created with CP funds

CPA Committee Bios

Clarissa Rowe (Chair; Selectman Appointee) has been a registered landscape architect for over 36 years and, for the past 33 years, a founding principal at Brown, Richardson & Rowe, Inc., Landscape Architects and Planners in Boston. Clarissa's experience has included a variety of projects in both the public and private realms, including urban design and transportation, parks, waterfront parks, land reclamation, and historic preservation projects. During her tenure on the Arlington Board of Selectman from 2006 to 2012, Clarissa founded the Tourism and Economic Development Committee, co-chaired the successful 2011 Override campaign and was a leader in many community planning projects. She is also a long-time Town Meeting member. Clarissa is the past board chair of Preservation Massachusetts and the current board chair of the statewide Community Preservation Coalition, the technical organization that assists 160 Massachusetts communities vote to adopt and then implement the Massachusetts Community Preservation Act.

Eric Helmuth (Vice Chair; Selectman Appointee) has been a Town Meeting Member from Precinct 12 since 2010 and spearheaded the adoption of Electronic Voting in that body, serving as founding Chair of the Electronic Voting Committee from 2012 until its dissolution in 2015. He also serves on the Town Meeting Procedures Committee and the Information Technology Advisory Committee. In his ITAC capacity he worked extensively with the Town Manager's office on the redevelopment of the town website. He also led online communications for the 2011 Override campaign. Eric's professional career is in strategic digital communications for the nonprofit, health and political sectors. It has included senior consulting work in affordable housing, local government, and campaigns for state legislative office. He currently develops and markets web and mobile health interventions at Boston University School of Public Health.

Andrew Bengtson, AIA. (Selectman Appointee). Trained as an architect and urban designer, Andrew has over 10 years working as a registered architect in Massachusetts, primarily on commercial and higher-education buildings. Earlier in his career he worked in the field of affordable housing and housing in general. Currently he is at SGA Architects in Boston, re-positioning brick-and-beam former light-manufacturing buildings into contemporary work and collaboration spaces. His family has lived in Arlington nearly ten years and this year will be his third as a Town Meeting Member.

Michael Cayer is the Arlington Redevelopment Board (ARB) member representative to the Community Preservation Act Committee. Mike has been a member of the ARB for 5+ years, a Town Meeting Member for 10+ years and a resident of Arlington for 20 years. He is the general counsel of Acquia Inc., a VC-backed private technology company based in Boston with approximately 750 employees worldwide and more than \$100 million in annual revenue. Over the past 20 years, Mike has served as general counsel to several private and public companies, leading IPOs, sales, acquisitions and day-to-day commercial and legal operation.

David J. Levy (Selectman Appointee) is an affordable housing professional in the Metro-Boston area, and currently serves as Principal of New Seasons Development, a for-profit real estate consulting and development company. He has worked in affordable housing since the 1990s and led the Housing Corporation of Arlington (HCA) as Executive Director from 2003 to 2012. Shortly after leaving HCA, David served for almost two years as a senior housing specialist at MassHousing, the Commonwealth's Housing Financing Agency, where he worked with other state and private lenders to underwrite affordable housing loans for the state's Affordable Housing Trust Fund.

Leslie Mayer (Park & Recreation Commission representative) is a longtime Arlington resident who has been active in the community for many years. She has served on a variety of committees, including the Open Space Community, chair of the Arlington Reservoir Committee, co-chair of the Vision 2020 Standing Committee, president of the Peirce School PTO, a board member of the Arlington Education Foundation and member of the Title IX Committee and Activate Arlington. Ms. Mayer also currently serves on the Arlington Park & Recreation Commission and is a Town Meeting Member from Precinct 21. Professionally, Ms. Mayer is a former information systems consultant with a degree in economics and for the last decade has provided administrative and customer support at a recreation center in a neighboring town.

Richard Murray is the Arlington Housing Authority (AHA) member representative to the Community Preservation Act Committee. Richard is a former member of the Arlington Board of Selectman, and he has served on the Housing Authority for over fifteen years. Richard is a former Arlington business owner and currently work as a Pharmacist in Lowell, MA

JoAnn Robinson (Arlington Historical Commission representative) has been on the Historical Commission since 1995. She is a landscape historian and her work with the Town has included collaboration on a Master Plan for the Arlington Civic Block and several historic preservation grants for ongoing rehabilitation of the civic block landscapes. Currently she works for the Isabella Stewart Gardner Museum. Prior to that she worked for landscape architects and taught landscape history at the Boston Architectural College for over 10 years. Currently, she serves as the vice-chair of the Park Overseers for the Emerald Necklace Conservancy. JoAnn's first career was as a marketing manager at Digital Equipment Corporation for 15 years.

Chuck Tirone (Conservation Commission representative) is a 28-year Arlington resident and a member of Arlington's Conservation Commission for the past 11 years. He provided staff support from 2003 to 2007 at Massachusetts Association of Conservation Commissions, and was the Assistant Conservation Administrator for the Town of Boxford from 2007-2014. As part of his duties Chuck was staff support to the Lakes Ponds and Streams Committee, writing grants and surveying ponds for invasive management permitting, assessing and ranking the needs of each pond in the Town of Boxford. He is currently the Conservation Administrator for the Town of Reading. As a Wetland Professional, US Army Corps of Engineers Wetland Delineation Methods professional, and Certified Professional in Erosion and Sediment Control, Chuck provides regular and comprehensive reviews of project applications as part of inter-departmental sign-off procedure for the WPA and Reading Bylaw. He conducts regular on-site inspections to verify the wetland, flags the limit of work and also monitors active construction sites. Chuck is a licensed construction professional with 29 years of experience in all phases of residential and commercial construction, and expertise in the Massachusetts Building Code and regulations, contract negotiations, project estimates, impending design problems, site plans, and site management.